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3 March 1971

MEMORANDUM FOR THE RECORD

SUBJECT: Use of OCS for "G" Funds

1. In November 1970, the Comptroller's Office, DDS&T unilaterally requested a study of the feasibility of putting some part of our recording and reporting procedures for other Government funds on machine. In consonance with this, OCS did a study which was reported upon in an unnumbered memorandum dated 5 February to the Comptroller DDS&T.

25X1 2. In reviewing this report it was apparently the opinion of [ ] that OCS had unduly emphasized the reporting aspect and had given insufficient attention to the recording aspect. It was also felt that OCS's study may not have been in sufficient depth; that DDS&T should have been contacted and OSA records should have been reviewed. Accordingly, 25X1 at [ ] request for a priority meeting, the type of records which we keep and the problems we foresaw were discussed with 25X1 [ ] of DDS&T by [ ] 25X1 [ ] of OSA.

3. During the discussion some of our records were shown to DDS&T representatives and we noted such problems as the need for:

- a. Historical data.
- b. Need for details on prior year funds.
- c. Probable need by [ ] for details on some contracts. 25X1
- d. Requirements for information on invoices received and paid.
- e. Problems of controlling encumbrances.
- 25X1 f. [ ] not infrequent requests for retro-active adjustments.
- 25X1 g. [ ] request for footnotes (which would present a special machine problem).

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- h. The question of timeliness.
- i. The extreme administrative delays (up to 6 weeks) within the Agency from the time that [ ] first funds us until O/PPB issues allotments.
- j. The inconsistent levels of control established by [ ]

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4. The undersigned suggested that in pursuing the study [ ] and others spend some time at [ ] in order to better understand our special recording and reporting problems and requirements.

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[ ]  
Chief, Budget & Finance Division  
Office of Special Activities

ADDENDUM: Inadvertently omitted from the above listing of problems is the problem which arises where several offices involved in Agency activities chargeable to a given Cost Center use different MOR numbers from the number assigned by the controlling office. This would prevent use of the MOR number as a basic number to accumulate obligations.

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